

MEETING MINUTES

**I. MONTHLY MEETING AT 7:30 PM**

- a. Call to Order – Meeting was called to order by Jeff Gordon at 7:37p.m. Noted that there is a quorum.
- b. Roll Call – Jeff Gordon, Joseph Adiletta (7:40 arrival), Dorothy Durst, Dexter Young, Doug Porter, Syd Blodgett (7:40 arrival), Ken Ebbitt, Delia Fey (Town Planner), Laura Cournoyer-Gagne (Recording Secretary)
- c. Absent – John Anastasi, Travis Sirrine, Fred Rich, Gail Dickinson, Duane Frederick

**II. DESIGNATION OF ALTERNATES – Doug Porter & Ken Ebbitt**

- III. CHAIR’S REPORT** – J. Gordon thanked everyone for attending meetings and subcommittee meetings. Thanks to Tina, Delia, and Laura for work behind the scenes. June is National Dairy Month. CT Land Use Law for Municipal Land Agencies & Commissions puts out a book that can be used as a resource and can be bought for \$45.00.
- MOTION TO PURCHASE 1 COPY OF THE BOOK MADE BY D. DURST. SECONDED BY D. YOUNG. MOTION PASSED UNANIMOUSLY.** Official copies of the POCD were given to all the members present at tonight’s meeting, including David Fortin, who served on the PZC during the update process. David thanked everyone for their hard work and participation. Jeff Gordon noted that Fred, Gail and Duane had reported that they were unable to attend tonight’s meeting. Thank you notes will be sent to all who assisted with the POCD. Copy has already been posted online.

**IV. MINUTES**

- a. Regular Meeting Minutes of May 21, 2015. **MOTION TO ACCEPT MINUTES MADE BY D. YOUNG, SECONDED BY J. ADILETTA.** Note: Duane Frederick was absent, Ken Ebbitt should be listed as Alternate on page 3. New Business:
- b: needs address of student housing: 599 Rte 169. **MOTION PASSED UNANIMOUSLY.**

**MOTION THAT ITEM #10 BE CONDUCTED BUT NOT IN EXECUTIVE SESSION MADE BY D. DURST, SECONDED BY D. YOUNG. MOTION PASSED UNANIMOUSLY.**

**V. CITIZENS COMMENTS – NONE**

**VI. NON-RESIDENTIAL ZONING PERMITS**

- a. YMCA Camp Woodstock, 42 Camp Road – 2 new decks: Camp was in need of 2 new decks on 2 separate buildings, waiting for approval from NDDH. All fees have been paid. Anthony Gronski from YMCA Camp emailed approval from NDDH to D. Fey. One deck has already been built without a permit, application done for 2<sup>nd</sup> deck and will cover the 1<sup>st</sup> deck. Doug Porter just wanted to note that he does work for the YMCA Camp, but not involved in this project. **MOTION TO APPROVE APPLICATION AS PRESENTED MADE BY J. ADILETTA, SECONDED BY K. EBBITT. MOTION PASSED UNANIMOUSLY.** D. Durst questioned as to whether or not there was a fine in place for when permits haven’t been applied for prior to starting a project. D. Fey: not at the present time.

**VII. PUBLIC HEARING – 7:45 P.M.**

- a. #547-06-08m Charles Rosenfield, Rocky Hill & Ojala Roads – Public hearing procedures are explained. It is noted that in accordance with State Statutes, PH was noticed in the Norwich Bulletin on June 5<sup>th</sup> and June 12<sup>th</sup>. The abutters have been notified. Noted for the record, two additional documents were provided this evening: a copy of an affidavit and Conservation Commission’s meeting minutes 06/15/2015. Ms. Fey gives overview. Reason for the affidavit was after the previous subdivision was approved, documents were filed on the land records prior to road being built. Normal procedure is for transfer to be done after road is accepted by PZC and BOS. Also, the conservation easement that was required as part of the approval was filed but because the subdivision won’t exist the way it was approved, these records must be changed. Town Attorney had recommended an Affidavit of Facts however has not reviewed this document yet. Ms. Fey points out a few errors in the Conservation Commission minutes regarding original number of subdivision lots approved was 15, not 16. The 4 lots shown at the top of the

map will remain as subdivision lots and retain their rights to be developed for one house per lot. The rest of the land is proposed to be turned into one large conservation parcel. Attorney Cotnoir is present on behalf of the applicant and gives an overview of the proposal. He states that there is an existing right-of way over remaining land which leads from Rocky Hill Rd to a private property to the south and that will remain. Also proposed in the original subdivision was a new street that would be eliminated with this proposal. The property is to be transferred directly to a land trust. Attorney Cotnoir asks for the PH to be held open to allow time to get additional items regarding the transfer and easement for PZC review. Questions from PZC re: 1) original common driveway agreement is voided with new proposal; 2) resubdivision process will eliminate the conservation easement; 3) public improvement bond details given by Ms. Fey, 2 phases; 4) homeowner's association was called for originally, but never created, as lots were never sold. This will be released as well; 5) abutter to the south, existing access way will remain. Additional documentation will be provided at July's meeting that will protect the town from the land trust parcel being sold in the future and then resubdivided. D. Durst requests that corrections be made to the language and customization of the Grant of Conservation Easement template submitted. Ms. Zimmerman-Smith explains that they are currently working with the land trust and the attorney to create the restrictions and terms. Public comment: Jeff Stefanik, Woodstock resident and Board of Directors of Wyndham Land & Trust, strongly supports this project and protection of the land. **MOTION TO CONTINUE PUBLIC HEARING TO JULY 16<sup>TH</sup> AT 7:45P.M. MADE BY J. ADILETTA, SECONDED BY D. YOUNG. MOTION PASSED UNANIMOUSLY.**

#### **VIII. NEW BUSINESS**

a. #541-06-07 George Schober, GSC Land Development Corporation, Greystone Estates, Route 198 – Request for five-year subdivision extension. As summarized by Ms. Fey, State Statutes allows a certain amount of time for subdivisions to be developed and/or public improvements. Applicable State Statutes: 1) 8-26 c (e) subdivision approval prior to 07/01/11. Initial approval date is 09/21/06, can go 14 years from initial approval date. 2) 8-26 c (b), references if PZC so chooses, they can condition any extension on the adequacy of bonds. Application meets all the requirements of the extension available by right. Attorney George Schober, President of GCS Land Development, is requesting this extension and is present to answer any questions. **MOTION BY D. PORTER TO APPROVE REQUEST FOR FIVE YEAR SUBDIVISION EXTENSION TO 09/21/2020, SECONDED BY D. YOUNG.** Question as to what improvements have been done answered by Schober: there are 14 lots which calls for two common driveways and one private road. Initially 2 bonds posted, one for \$5,500.00 for E&S and still exists, no release. Second is in amount of \$100,000.00 for construction of private road and common driveways. In 2007, most of construction done for driveways, town released \$85,000.00 in May 2007. Approximately \$20,000.00 still remains for bond. Paving still needs to be done, installation of utilities, curb cuts, guard rail widening but no need at this time. IWWA has approved the extension request for additional five years at their May meeting. **MOTION PASSED UNANIMOUSLY.**

#### **IX. OLD BUSINESS**

a. #547-06-08m Charles Rosenfield, Rocky Hill & Ojala Roads – Proposed re-subdivision to change previously approved subdivision to merge 11 building lots +3 open space lots into 1 conservation lot (Map 6389, Block 70, to merge lots 13-5 thru 13-18) **Continued public hearing.**

#### **X. ZONING VIOLATION / EXECUTIVE SESSION PER CGS 1-200(c) (6) (b) FOR THE PURPOSE OF DISCUSSING POSSIBLE LEGAL MATTER**

a. 10 Oak Hill Lane – Requires PZC decision. D. Fey: no response from home owners ever received, the garage on the property had a permit, but none of the additions done after had permits. Bank currently has property listed for sale, and doesn't want to make the improvements needed to bring up to code. Matter brought to Town Attorney: he stated that the Bank needs to prove that they are notifying possible buyers of current issues, and will only defer for 6 month period. If Bank cannot sell, then Bank should take care of problems, either by way of getting proper permits or tearing down additions that were done. **MOTION TO APPROVE RECOMMENDATIONS FROM TOWN ATTORNEY FOR BANK TO PROVE NOTIFICATION TO PROSPECTIVE BUYERS OF ISSUES, AND DEFERRAL PERIOD OF 6 MONTHS MADE BY D. PORTER, SECONDED BY J. ADILETTA, EFFECTIVE 6/18/15. MOTION PASSED UNANIMOUSLY.**

**XI. ZEO REPORT**

- a. Report on Zoning Enforcement – May/June 2015
- 4 Perrin Rd: follow-up inspection to be done every two weeks
  - 1374 Rte 171: D. Fey received call from Attorney for property owner to advise mediation is allowing tenants to stay until 8/15. Landlord is trying to sell the house and restore to original.
  - 14 Woodland Drive: home owner having financial difficulty, letter requesting time frame sent out. Neighbor said progress was being made.
  - 6 Lyon Rd: needs another dumpster. Fey will be going back to check on progress.
  - 87 Barlow Cemetery Rd: property owner is trying to sell, purchaser will have to clean up.
  - 54 Center School Rd: Resolved.
  - 1026 Rte 171: Tenants being allowed to stay for 2 more months, bank will clean up prior to selling.
- b. Report on Zoning Permits – May/June 2015

**XII. BUDGET REVIEW AND BILLS**

- a. Bills: Commission has already approved and paid.
- b. Budget Review:

**XIII. CITIZENS COMMENTS - NONE**

**XIV. CORRESPONDENCE**

- a. State of CT, Siting Council re: 215 Coatney Hill Rd – T-Mobile notice of intent to modify an existing telecommunications facility
- b. State of CT, Dept. of Consumer Protection – Letter dated 03/01/2010 re: GIS, a Declaratory Ruling from CT Board of Examiners for Professional Engineers & Land Surveyors

**XV. MINUTES OF OTHER BOARDS AND COMMISSIONS**

Historic District Commission: issues with parking areas. HDC working through proposals with Academy. May come before the PZC.

**XVI. OTHER**

Supreme Court unanimous judgment: agreed that church in AZ could put up signs, going against the Town of Gilberts zoning regulations.

**XVII. ADJOURNMENT**

**MOTION TO ADJOURN MADE BY D. YOUNG, SECONDED BY D. PORTER. MOTION PASSED AT 8:58 PM.**

Respectfully submitted,

Laura Cournoyer-Gagne, Recording Secretary

**DISCLAIMER:**

***These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's minutes for approval/amendments. Please note that the audio recording is the legal record of the meeting.***